

UNITED STATES GOVERNMENT

2-Way Memo

Subject: Request for VIP Parking and Candy-Stripe Badge for
8 Nov 83, Tuesday

To : Chief, Headquarters Security Branch, PSD/OS
Chief, Receptionist

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (Originator of message):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (Replier to message):

Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE

7 Nov 83

ROUTING SYMBOL

Secretary to DD/ODP

FOLD

MESSAGE

FOLD

1. The visitor listed below will be coming to the Hqs Bldg to meet with [redacted]
[redacted] on Tuesday, 8 November 1983 at 1330 hours, in room ZDUU Hqs.

Mr. George Contois Computer Sciences Corporation

2. VIP visitor parking lot in front of main entrance is requested.

3. Candy-stripe badge is requested. Call Jean/Patty [redacted] for escort.

REPLY

Distribution:

- 1 - C/HBB/PSD/OS
- 1 - C/Receptionist
- 1 - Security (General) file
- 1 - CSC file

From :

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER

1. RETAINED BY ADDRESSEE

OPTIONAL FORM 27 (Rev 7-81)
GSA FPMR (41 CFR) 101-11.6
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